

**Sharon Springs Free Library Board of Trustees**  
**Meeting Minutes**  
**9/22/2022**

**Present**

Trustees: Jeanne Irwin, Gina Gilbert, Tonja Law, Belinda Feris, Bob Fucci, Kerry Parsons, Susan Rorick  
Staff: Helen Thomas, JoAnn Fralick, Joyce Slater  
Guest: David Nedelsky

**Absent**

Trustees: Patsy Nicosia, Kate Walrath

**Call to Order**

The regular meeting of the Sharon Springs Free Library Board of Trustees was called to order at 7:06 p.m. on 9/22/2022 by President Jeanne Irwin.

President Irwin introduced David Nedelsky, staff member from the Sharon Springs Central School, who discussed ideas for attracting teens to the library through the use of role playing games (RPG). Options for setting up RPG tournaments on Saturdays were discussed. Mr. Nedelsky also mentioned that students applying for membership in the National Honor Society are required to volunteer to perform community service and the library can serve this purpose.

**Approval of Minutes**

Minutes of the 8/25/2022 Board Meeting were reviewed and two small wording changes were made.

ON A MOTION MADE AND SECONDED the minutes of the 8/25/2022 Board Meeting were approved with the wording changes made. (Jeanne/Belinda)

**Treasurer's Report (attached)**

Treasurer's report was discussed and accepted as submitted.

**President's Report**

- Jeanne attended the Village Board Meeting and requested participation in the grant application to support our outer door replacement
- Next month will include the Annual Meeting and the Budget Committee will need to meet and present a recommendation for the 2023 Budget.
- Jeanne reported that the Town/Village purchase of the AED has gone through and training will be available when it arrives.

**Director's Report (attached)**

- Helen reported that the weekly fresh produce in the lobby provided by funding from the Wellness Grant has been well accepted. We will continue providing the produce through the remainder of the growing season or until the funds run out.
- MVLS computer specialist Mary Carrier visited on 9/12 to present the first draft of new website to Helen and Gina. We will include minimum standard requirements and add more information as appropriate.
- Helen reviewed a webinar on NYS Construction grants and we will apply for a grant in 2023 to cover part of the cost of replacing the outside doors.

- Helen submitted a grant request to Human Services Coordinating Council to cover the cost of materials for the new bookshelves in the children's area.
- Recent book orders from Baker and Taylor were delayed following their computer system being cyber hacked.
- Helen discussed the current balances in grant monies.

#### **Privilege of the Floor**

- Nothing this month.

#### **Committee Reports**

- Fundraising – Gina distributed a draft copy of this year's fundraising letter including possible new letterhead. The letter was accepted and a request was made to add "since 1911" under the new logo.
- Nominating – Tonja, Susan and Kerry will serve as this year's Budget Committee and will put together a draft Budget prior to next month's Annual Meeting.

#### **Old Business**

- Jeanne reported that she has not yet received an estimate on stripping and refinishing the library floors.

#### **New Business**

- Jeanne reported that Yoga class will begin again on Fridays in the Community Room from 6:00 p.m. to 7:00 with a requested donation of \$10 per attendee.
- The Chamber of Commerce will be contacted to see if Trunk or Treat will take place on Halloween in the parking lot this year. If so we will offer free hot chocolate to attendees.

#### **Adjournment**

Meeting was adjourned at 8:40 p.m. The next meeting of the Board of Trustees as well as the Annual Meeting of the Sharon Springs Free Library will be held on Thursday, October 27<sup>th</sup> at 7:00 p.m.

# Sharon Springs Free Library

## Profit and Loss YTD Comparison

August 26 - September 22, 2022

	TOTAL	
	AUG 26 - SEP 22, 2022	JAN 1 - SEP 22, 2022 (YTD)
<b>Income</b>		
0001 Tax Revenue	0.00	43,860.00
1004 Fines	0.00	72.40
1005 Copies/fax/printer	73.20	489.00
1018 Lost Book and DVD	0.00	10.99
43300 Grants	0.00	-250.00
43301 Stewarts	0.00	900.00
43303 Walmart	0.00	777.00
43304 MVLS Advocacy Grant	0.00	2,250.00
43305 MVLS Summer Programming	0.00	319.56
44530 Local Government Grants	0.00	0.00
44531 Town of Sharon Springs	0.00	750.00
<b>Total 44530 Local Government Grants</b>	<b>0.00</b>	<b>750.00</b>
<b>Total 43300 Grants</b>	<b>0.00</b>	<b>4,746.56</b>
43400 Donations	1,056.80	1,495.31
43401 Donations - Other	500.00	2,575.02
43404 Clothing Shed	60.78	342.30
46431 Fundraising Letter	0.00	1,130.00
46432 Fundraising Totes	0.00	10.00
<b>Total 43400 Donations</b>	<b>1,617.58</b>	<b>5,552.63</b>
45000 Investments	0.00	536.25
45030 Interest-Savings, Short-term CD	2.57	19.89
<b>Total 45000 Investments</b>	<b>2.57</b>	<b>556.14</b>
46422 LLSA (Local Lib. Services Aid)	1,290.60	1,428.80
<b>Total Income</b>	<b>\$2,983.95</b>	<b>\$56,716.52</b>
<b>GROSS PROFIT</b>	<b>\$2,983.95</b>	<b>\$56,716.52</b>
<b>Expenses</b>		
62110 Accounting Fees	227.40	1,024.87
62151 Programs Adult	0.00	351.78
62152 Programs/Youth	0.00	474.20
62800 Facilities	0.00	121.28
62100 Contract Services	0.00	970.00
62101 Fyr Fighter	585.00	777.00
62801 Janitorial Services	144.00	1,368.00
<b>Total 62100 Contract Services</b>	<b>729.00</b>	<b>3,115.00</b>
62870 Property Insurance	0.00	604.00
62891 Fuel	0.00	2,882.31
62892 Electric	153.23	968.85

# Sharon Springs Free Library

## Profit and Loss YTD Comparison

August 26 - September 22, 2022

	TOTAL	
	AUG 26 - SEP 22, 2022	JAN 1 - SEP 22, 2022 (YTD)
62893 Water/Sewer	305.20	551.56
<b>Total 62800 Facilities</b>	<b>1,187.43</b>	<b>8,243.00</b>
65010 Books, Subscriptions, Reference	0.00	271.24
65011 Print Books	130.26	1,925.11
65013 DVDs	0.00	370.15
65015 Debit Card Balance	0.00	1,000.00
65016 Subscriptions - Mags, Newspaper	0.00	144.64
<b>Total 65010 Books, Subscriptions, Reference</b>	<b>130.26</b>	<b>3,711.14</b>
65020 Postage, Mailing Service	0.00	246.00
65040 Office Supplies	0.00	1,189.23
65050 Telephone, Telecommunications	0.00	612.28
65060 Automation	0.00	236.43
65061 MVLS Automation	217.52	1,721.25
65062 Spectrum	99.99	801.42
<b>Total 65060 Automation</b>	<b>317.51</b>	<b>2,759.10</b>
65100 Other Types of Expenses	0.00	0.00
65110 Advertising Expenses	54.00	186.50
65150 Memberships and Dues	0.00	460.96
<b>Total 65100 Other Types of Expenses</b>	<b>54.00</b>	<b>647.46</b>
66000 Payroll Expenses	2,004.76	18,421.07
66001 Taxes, Disability, Unemployment	0.00	5,037.90
<b>Total 66000 Payroll Expenses</b>	<b>2,004.76</b>	<b>23,458.97</b>
80003 Machines	0.00	0.00
80004 Computers	45.25	1,696.81
<b>Total 80003 Machines</b>	<b>45.25</b>	<b>1,696.81</b>
<b>Total Expenses</b>	<b>\$3,966.61</b>	<b>\$44,414.84</b>
<b>NET OPERATING INCOME</b>	<b>\$ -982.66</b>	<b>\$12,301.68</b>
<b>NET INCOME</b>	<b>\$ -982.66</b>	<b>\$12,301.68</b>

# Sharon Springs Free Library

## Balance Sheet

As of September 22, 2022

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1000 SSFL Money Market	60,493.30
1001 Operating Fund	16,531.72
1002 SSFL Building Fund	19,919.82
<b>Total Bank Accounts</b>	<b>\$96,944.84</b>
Other Current Assets	
12000 Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$0.00</b>
<b>Total Current Assets</b>	<b>\$96,944.84</b>
<b>TOTAL ASSETS</b>	<b>\$96,944.84</b>
<hr/>	
<b>LIABILITIES AND EQUITY</b>	<b>\$96,944.84</b>

## Sharon Springs Free Library Director's Report, September 29th, 2022

### Virtual Meeting

I missed the Schoharie County librarians meeting virtually Monday, August 12.

### Programming

**8/19/22** Book Discussion – “The Life and Times of The Thunderbolt Kid,” 4 attended  
For September, we will be reading poetry in advance of the Poetry Festival.

### Miscellaneous

- Butter Mints have arrived with our logo. I am sorting out invoices with Tonja.
- MVLS staff person, Mary Carrier, came out 9/12 to discuss our new website which is under construction. I told her that our visibility will be very important this year. Gina was with us and we requested changes to the mock up. I am attaching a list of the minimum standards requirements for what has to go on the website.
- Northeast Wellness and Fitness - Fresh produce left over from the unattended computer session was picked up in the lobby. We have provided \$40 worth of produce each week (9/6, 9/12 and 9/19) this month. Since the produce continues to be taken, we could extend beyond the ten weeks unless we can think of another more appropriate use for the remaining funds. The grant final report is due in December.
- The \$352 that I spent out of Collection development in July turned out to be only \$160.98. We apparently had a long-standing credit with the company. They have been sending bills to Mike Luby via email even though they have our correct box number. I have credited \$191 back to the Collection Development total below.
- Plastic proofs of our new library card arrived and were sent to MVLS to verify scanning. Now I have to verify bar code numbers. Then we can go ahead with the order.
- Information on free cancer screening in our CR 9/8, 9/15 and 9/22
- I reviewed a webinar on NYS Construction grants. We should apply for this for the library doors in 2023. They would not cover the Town side, and that is a more urgent need. We would have to hobble along with current library doors for one more year. There are a number of details (Do we have a current DUNS number? Etc.) and attachments (statements from bank) that will need to be collected, but it looks like we could count on getting back at least 50% of the cost, possibly 75% or even 90%. This application will go live in spring, and work can begin any time after July NOT BEFORE unless regs change next year. Reimbursement would come, after jumping through hoops, in 2024.
- Submitted a \$250 grant request to Human Services Coordinating Council for materials for Rob Keller to start bookshelves.
- Baker and Taylor was cyber hacked and couldn't process book orders for 2 weeks. We should have some new books coming soon.
- The NYLA annual conference is in Saratoga Springs this year. MVLS will support up to \$250 for one person per library to attend. Some of the sessions look really good. Anyone? Anyone? I have the form if anyone wants to apply for that support.
- I would like to take a look at some of the numbers that we track in stats and cut it down to what the state requires. Perhaps I will be able to report on data in the October annual report.

**Collection Development:**

- **May** order represented \$131 (rounded to the nearest dollar) from Parsons donation. (\$10,000 minus \$131 = \$9869).
- **August adjustment to July** order – 24 large type books. (\$9869 minus \$161 = \$9708.)
- Juvenile books on marine animals \$146. (\$9708 minus \$ = \$9562.)
- Nothing was ordered specifically for collection development in August or September

**Succession planning and development of procedures-** Focus this month has been on sharing information. Gina participated in the informational session on the web site. The site will require maintenance. List of minimum standards is attached.

**Grant Funding**

**In SHS Operating ACCOUNT**

Northeast Wellness \$2000 (plants \$250, peds \$750, books \$166, \$40 produce 8/15&\$40 8/22 – weeks 1 & 2) (\$754 minus produce weeks 3,4, &5 \$120)	634
2020 MVLS Dream and Do grant \$500 furniture- NC from May	63.
Advocacy grant for brochures (\$1260 received) NC from May	777.
Stewarts Make-A-Wish grant for 2021 minus staff support for SRP (\$254) Through 8/13/22 (\$346 Minus staff support 8/13-9/9 \$91)	255
Stewarts Make-A-Wish grant for 2022 NC	900
MVLS Advocacy 2021 (\$2250) Tote bags, 500, 8/8 event \$97, Logo items, Stickers \$98, sanitizer \$225.62, mints \$265.83 =	1062
MVLS Advocacy grant for School Budget vote support 2022	2500
Balance in SHS Grant Accounts	\$6191